OFFICE OF STATE BUDGET

AGENCY TRAINING

BUDGET/REVENUE ENTRY

APPROPRIATION INQUIRY

STATE BUDGET DEVELOPMENT SYSTEM

TABLE OF CONTENTS

ACCESS TO PRINT THROUGH THE INTERNET

STARTUP PROCEDURES

TO BEGIN AN ON-LINE SESSION
September 17, 2007

Access the mainframe to the normal >welcome= screen resembling the following -

```
S C BUDGET AND CONTROL BOARD    167.7.21.158

STATE DATA CENTER

TCP/IP GATEWAY
```

TYPE **'ACOMPLET'** and press <**ENTER**>. The next screen is the **COM-PLETE System Logon** screen. It will appear asking for your user id and password. If you have not been assigned these or you don't know what they are, contact the appropriate analyst in the Budget Office for assistance. **'FDSCOM'** is used only by OSB, CG and Treasurer.

There are four options at the bottom of the screen and the cursor is at the first one -

USER ID: abcdef
PASSWORD: xxxxxx
NEW PASSWORD:
GROUP (RACF):

Enter the user id that has been assigned at the first line (i.e. ASAMPLE). **<TAB>** Enter the password at the second line. **<ENTER>**

For those with access to the Comptroller General's database - you will see a screen like Figure 1. Those who access the **Office of Human Resources** database or the **Office of Insurance Services** database will have a similar screen.

```
 15:44:18              TID  71          V5.1.3            User USERID  08/13/2004
                                     -- COM-PASS --                    USTS
                Suspended Programs              Program Services
             ------------------------          ---------------------
 Programs   Name   C Level  PF        Service Description        Programs ID PF
 --------   --------  -  -----  --     -----------------------    ---------- -- --
                                       PROD NATVSAM V228 CG       N28C     A  04

                                       FDS PRODUCTION DB          N28F     C  05


 Enter Input:                                                     HELP     ?
 --------------------------------------------------------------------------
 LU Name: FNET0077         HC TID:          Recall: =            Language: 001
 Devtype: 3279 VS          Device:          Suspend: <  PA1      Case   : UPPER
 Lines  : 24               Key: PA2         Jump: NO NO
 Columns: 80
```

Figure 1

Under "**Enter Input**" on the lower left of the screen , enter the appropriate choice to access the FDS PRODUCTION DB **'C'** and press <**ENTER**>.

Those who will access the OSB database only will have Figure 2. This menu lists three applications from which you may choose two at this time. Option 'C' is used during the Spring Legislative session.

```
08/13/2004                    STATE BUDGET DEVELOPMENT SYSTEM              MENUM1
10:37:31                      ESTABLISH NEW YEAR BUDGET DATA                USER ID

*****************************************************************************
***   THIS MENU IS FOR SELECTION OF INITIAL BUDGET DATA MAINTENANCE ONLY !! ***
***   ALL MAINTENANCE HERE WILL AFFECT THE BUDGET TEMPORARY FILE BUD-TEMP!! ***
*****************************************************************************


         A  -  2005-2006 AGENCY BUDGET DATA MAINTENANCE

         B  -  2005-2006 AGENCY REVENUE DATA MAINTENANCE

         C  -  2005-2006 APPROPRIATION/REVENUE INQUIRIES

         X  -  RETURN TO MAIN BUDGET MENU

 PLEASE ENTER CODE:  _
```

Figure 2

Select option >A= for Budget detail data entry , >B= for Revenue data entry.

TO END AN ON-LINE SESSION

When you are finished with your session, back out by entering an "x" in the selection field or pressing <PF3> until you are again on the screen with

```
 S C BUDGET AND CONTROL BOARD    167.7.21.158

 STATE DATA CENTER

 TCP/IP GATEWAY
```

Figure 3

This completes the session.

AGENCY
EXPENDITURE ENTRY

AGENCY EXPENDITURE ENTRY
August 13, 2004

INTRODUCTION

The budget system was developed to give the user more current data so that he/she may produce more accurate production reports and have the very latest information.

GENERAL SYSTEM OVERVIEW
August 13, 2004

In this system, the authorized user has access to all valid records that deal with the agency's budget detail of expenditures and can ensure accuracy and timeliness of all available data.

Refer to Figure 2. **Selecting option >A=** will give you add, change, delete and print capabilities for Detail of Expenditure, Reconciliation and Employer Contribution data on the temporary file BUDTEMPP.

If at any time you wish to exit the system from a menu, select option 'X' or <PF3>. You will be returned to the MAIN menu from which you may either choose another selection or exit from your session.

PURPOSE OF NEW YEAR BUDGET FILE

At the beginning of each new budget year a master file will be created from the Appropriation Act and Comptroller General's actual expenditures. This file will be built in a temporary file - BUDTEMPP. When the file is completed, worksheets for all agencies are printed, and adjustments to the data can be made.

SELECTING OPTION 'A' WILL DISPLAY THE FOLLOWING MENU:

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ABD100M0
14:31:42                     BUDGET DETAIL MENU                      USERID
                                                                     BUDTEMPP


              ***** THIS IS AN UPDATE TO THE BUDGET  *****
              ********* TEMPORARY FILE BUD-TEMP **********


              A  - ADD BUDGET DETAIL RECORDS (110)
              L  - LIST/MAINTAIN BUDGET DETAIL (115)
              C  - RECONCILIATION (120)
              E  - EMPLOYER CONTRIBUTIONS (135)
              R  - RENUMBER BUDGET PAGE (130)
               M  - RECONCILIATION PROGRAM CHANGE (124)
              P  - PRINT REPORT MENU (150)
              I  - INQUIRY (105)
               X - EXIT

           PLEASE ENTER CODE: *
```

Figure 4

DETAIL OF EXPENDITURES

Additional information on Detail of Expenditure records is included in **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

ADD NEW RECORDS

This screen should be used in order to add a new program to an agency.

Selecting option 'A' on the Budget Detail Menu (Figure 4) will allow addition of new records. This should be used to add a new program or large number of lines or a new page of data.

The primary screen (Figure 5) is for entry of RECOMMENDED YEAR funds. Figures 6, 7, 8 show the screens for entry of ACTUAL and CURRENT YEAR funds (6), RECOMMENDED YEAR ftes (7), ACTUAL and CURRENT YEAR ftes (8). Each screen allows for the entry of six lines. Figures 6, 7, 8 show only the entry of a one line, for format. Use of PF keys will allow moving from one of these screens to another - <PF4> shows ACTUAL and CURRENT YEAR AMOUNTS (A/C- $), <PF5> shows RECOMMENDED YEAR AMOUNTS (R-$), <PF6> shows ACTUAL and CURRENT YEAR ftes (A/C-F), <PF7> shows RECOMMENDED YEAR ftes (R-F).

Primary screen or option <PF5> RECOMMENDED YEAR AMOUNTS

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM               ABD110M2
10:39:40                  ADD BUDGET DETAIL RECORDS                   USERID
                           RECOMMENDED  AMOUNTS                       BUDTEMPP
AGENCY: L48   S A M P L E   A G E N C Y                   PAGE: 020

SEL LINE BUDCODE PROGRAM   TITLE  / AMOUNTS - GEN / FED / EARMK / RESTR    TCD
--- ---- ------- --------  --------------------------------------------------  ---

_   ____ _____   _____  _____   _
      GEN$ _____ FED$ _____ ERM$ _____ RST$ _____
_   ____ _____   _____  _____   _
      GEN$ _____ FED$ _____ ERM$ _____ RST$ _____
_   ____ _____   _____  _____   _
      GEN$ _____ FED$ _____ ERM$ _____ RST$ _____
_   ____ _____   _____  _____   _
      GEN$ _____ FED$ _____ ERM$ _____ RST$ _____
_   ____ _____   _____  _____   _
      GEN$ _____ FED$ _____ ERM$ _____ RST$ _____
_   ____ _____   _____  _____   _
      GEN$ _____ FED$ _____ ERM$ _____ RST$ _____

Enter---PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----
             EXIT                                                     MENU
```

Figure 5

Option <PF4> ACTUAL and CURRENT YEAR FUNDS

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ABD110M1
10:38:48                ADD BUDGET DETAIL RECORDS                    USERID
                        ACTUAL/CURRENT YEAR  AMOUNTS                 BUDTEMPP

 AGENCY:  L48   S A M P L E   A G E N C Y                    PAGE: 020


 SEL LINE BUDCODE PROGRAM   ACTUAL YR TOT    CURR YR TOT   CURR YR GEN    TCD
 ---  ----  -------    -------------  -------------------------------------------------    ---

 _   ____  _____      _____    _____      _
                                        _____    _____    _____


 Enter---PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----
                EXIT A/C-$  R-$  A/C-F  R-F                            MENU
```
                                                                    Figure 6

Option <PF7> RECOMMENDED YEAR FTEs

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ABD110M4
10:40:36                ADD BUDGET DETAIL RECORDS                    USERID
                           RECOMMENDED   FTE'S                       BUDTEMPP
 AGENCY:  L48   S A M P L E   A G E N C Y                    PAGE: 020


 SEL LINE BUDCODE PROGRAM   TITLE / FTE'S - GEN / FED / EARMK / RESTR  TCD
 ---  ----  -------    --------    ------------------------------------------------------    ---

 _   ____  _____      _____    _____  _
                      GENF _____    FEDF _____   ERMF _____   RSTF _____
 Enter---PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----
                EXIT A/C-$  R-$  A/C-F  R-F                            MENU
```
                                                                    Figure 7

Option <PF6> ACTUAL and CURRENT YEAR FTEs

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ABD110M3
10:40:05                ADD BUDGET DETAIL RECORDS                    USERID
                           ACTUAL/CURRENT YEAR  FTE'S                BUDTEMPP
 AGENCY:  L48   S A M P L E   A G E N C Y                    PAGE: 020


 SEL LINE BUDCODE PROGRAM    PYR TOT FTES   CYR TOT FTES  CYR GEN FTES    TC
 ---  ----  -------    --------    -------------------------------------------------------    --

 _   ____  _____      _____    _____      _
                                        _____    _____    _____


 Enter---PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----
                EXIT A/C-$  R-$  A/C-F  R-F                            MENU
```
                                                                    Figure 8

The agency number will be maintained throughout the entry process.

The page number must be entered as a three (3) digit number and should be incremented by 5. For example, PAGE 5 must be entered as 005. There is a maximum of 999.

The line number must be entered as a four (4) digit number. Lines should be incremented by two hundred. This is done to allow ample space to add new lines without renumbering the file. Line 200 must be entered as 0200. There is a maximum of 9999.

When you are adding a new record and you enter a page and line number which are already in use, you will receive a message that the record already exists. Check the page and line number. If they are correct, then you should be updating the record instead of adding a new one. Use **<PF12>** to "JUMP" to the menu for another selection. Using a page number that has already been used by another record type will not be allowed. A message will appear to prompt the user to select another page number (i.e. Selecting page 050 for detail of expenditure when page 050 is used as the employer contribution page.)
<ENTER> before the page is filled will add the record and return a fresh screen. In order to enter six new records, **<TAB>** to next field, key data until screen is full. Then **<ENTER>**.
If the data that you've entered thus far is valid, you will get the following display (Figure 9). For this example we have entered agency: L48, PAGE:020, LINES:0900 through 1900.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM                ABD110M2
11:26:28                 ADD BUDGET DETAIL RECORDS                     USERID
                           RECOMMENDED   AMOUNTS                       BUDTEMPP
 AGENCY: L48    S A M P L E   A G E N C Y                    PAGE: 020

 SEL LINE BUDCODE PROGRAM   TITLE / AMOUNTS - GEN / FED / EARMK / RESTR  TC
 ---  ----  -------    --------   ----------------------------------------------------   ---
 a   0900  10158    01000000 _____   _
                    GEN$ 75000__  FED$ _____  ERM$ _____  RST$ _____
 a   1100  10170    01000000 _____   _
                    GEN$ 20000__  FED$ _____  ERM$ _____  RST$ _____
 a   1300  21201    01000000 _____   _
                    GEN$ 100000_ FED$ 20000_ ERM$ _____  RST$ _____
 a   1500  40700    01000000 _____   _
                    GEN$ 25000__  FED$ _____  ERM$ _____  RST$ _____
 a   1700  71775    01000000 _____   _
                    GEN$ _____  FED$ 100000 ERM$ _____  RST$ _____
 a   1900  71780    01000000 _____  1
                    GEN$ 2000___  FED$ _____  ERM$ _____  RST$ _____


 Enter---PF1----PF2----PF3-----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----
              EXIT A/C-$  R-$  A/C-F  R-F                              MENU
```
                                                                        Figure 9

In this example, because each of the budget codes has a pre-defined description, none was entered. The '1' in the TC (total code) column of line 1900 will calculate and print a total for this program. **<ENTER>** will return a fresh screen, if there are no errors. See page 13 for total codes.
In order to enter the FTEs associated with this screen, **<PF7>** and enter on the appropriate lines. Then **<ENTER>**.

DO NOT PUT THE 'A' IN THE 'SEL' COLUMN UNTIL ALL INFORMATION HAS BEEN ENTERED!

The items that you may enter on the screen are:
* PROGRAM LEVEL
* BUDGET CODE
* DESCRIPTION
* PROGRAM TOTAL/SUBTOTAL CODE
* ACTUAL YEAR ACTUAL EXPENDITURES AND/OR FTES
* CURRENT YEAR TOTAL AND STATE EXPENDITURES AND/OR FTES
* RECOMMENDED BASE STATE, FEDERAL, EARMARKED AND RESTRICTED AMOUNTS/FTES

Each item listed above is covered in the following paragraphs.

* PROGRAM LEVEL

Program level is required for all records. This is the eight digit number representing the program level for the expenditure. This number must be entered for each new record. The number must be a valid program level. If you don't know what the program level number is or are not sure if it is defined to the system, put a '?' at the first position of the program field and **<ENTER>**. You will be given a listing of valid program numbers for the agency. If you have entered a valid program and do not enter a budget code or any values in the amount or fte fields, you must enter a description. You are, in fact, creating a title line. Title lines are needed for new programs.

New programs must be approved by the Governor's office. The structure will be added to the table maintenance system by OSB before the agency enters the information.

* BUDGET CODE

The budget code is a five digit number describing the expenditure. If you enter any amounts on the screen, you must enter a budget code. The code you enter must be a valid code. You may put a '?' in the first position of the budget code field to see valid codes. Certain budget codes will allow the user to enter a description and some must use a preset description.

* DESCRIPTION

A description need not always be entered by the user. If you leave this field blank and a description is supplied by the system, it will be displayed. If you enter a description, you have 45 characters to do so. There will be a message requesting the description be entered.

The following budget codes will allow you to enter a description:
     10100, 10159, 10161, 40000, 50000, 60000, 70000 and 80000 and
     all budget codes beginning with a "3" or a "9"

* PROGRAM TOTAL/SUBTOTAL CODE

The budget data contain many totals and subtotals. All of these amounts are calculated and would correctly fall when there is a break in the program, subprogram, element and sub-element level. This is not always necessary. There must be a way to allow flexibility to handle a break when or where the agency or the budget analyst desires. This field is used to designate when a program level total or subtotal is desired. The code should be entered in the record before the necessary total or subtotal.

The following codes are used for triggering subtotals.

CODE	DESCRIPTION	GENERATED BUDGET CODE
1	PROGRAM TOTAL	99991
2	SUBPROGRAM	99992
3	ELEMENT	99993
4	SUB-ELEMENT	99994

The agency total is created automatically and is shown as a **'99995'** line.

The following codes are used to denote combinations of total/subtotals. The subtotal combinations will be printed one after the other. For example, if code 'D' was entered, the next lines would be the sub-element total and the element total.

A	4,3,2,1
B	4,3,2
D	4,3
H	3,2,1
J	3,2
L	2,1

*   **ACTUAL YEAR ACTUAL EXPENDITURES AND/OR FTES**

This field will be balanced from the comptroller general's year end records, where possible. Only the total funds amount is shown. The analyst and agency will know if these amounts should be adjusted.

*   **CURRENT YEAR TOTAL AND STATE AMOUNTS/FTES**

The current amount fields are for the current operating year. These two fields will be balanced by the budget analyst. The analyst and agency will know if these amounts should be adjusted. Enter total and state amounts. If this is a detail for a new program, these lines would be blank. Also adjust the appropriate ftes.

*   **RECOMMENDED BASE**

State, federal, earmarked, and restricted amounts/ftes

The recommended fields are the amounts that are recommended for the agency's base budget - both dollars and ftes.

For all of these fields, you may enter up to eleven digits for dollar amounts and nine digits for fte amounts. Do not enter commas or leading zeros. Decimal point should be put in fte, if a fraction. Up to two places after the decimal may be used.

Notice that total amounts are not entered. They will be calculated for you.

After the data has been entered, both funds and ftes, put the 'A' in the 'SEL' column for each line, press <ENTER>.

A message will be displayed that x records have been added to the database.

LIST/MAINTAIN/DELETE RECORDS

Selecting option 'L' on the Budget Detail Menu (Figure 4) will allow you to list, change, delete or add detail of expenditure records.

If the agency, page and/or line number are valid, you will get the following display (Figure 10). The first record will be the page and line selected followed by the next records for the agency. <ENTER> will access the next 6 records.

```
08/13/2004                STATE BUDGET DEVELOPMENT SYSTEM              ABD115M2
10:29:58                  LIST/MAINTAIN BUDGET DETAIL RECORDS          USERID
                          RECOMMENDED AMOUNTS                          BUDTEMPP
 AGENCY: L48   S A M P L E   A G E N C Y                 PAGE: 020

  SEL LINE BUDCODE PROGRAM   TITLE / AMOUNTS - GEN / FED / EARMK / RESTR    TCD
  --- ---- ------- --------  -------------------------------------------- ---
  C  0300 10159    01000000    APPLICATION ANALYST
                GEN$ 35000_____  FED$ _____  ERM$ _____  RST$ _____ __
  _  0500 10170    01000000    OTHER PERSONAL SERVICE
                GEN$ 15000_____  FED$ _____  ERM$ _____  RST$ _____ __
  _  0700 21201    01000000    OTHER OPERATING EXPENSES
                GEN$ _____   FED$ _____  ERM$ _____  RST$ _____ __
      END OF AGENCY L48 PAGE 001 RECORDS
 Enter---PF1----PF2----PF3----PF4-----PF5------PF6-----PF7----PF8----PF9----PF10-----PF11-----PF12----
        PREV NEXT EXIT A/C-$  R-$     A/C-F   R-F            TOTAL  RECON  MENU
```

Figure 10

<ENTER> will scroll down the page, at the bottom of the page <ENTER> will return to the top of the page. **<PF1>** displays the previous page of detail, **<PF2>** displays the next page of detail, **<PF10>** displays the totals for the agency (Figure 13) and **<PF11>** displays the corresponding reconciliation for the detail page of data (Figure 15).

The items that you may update on the screen are:

      *   **PROGRAM LEVEL**
      *   **BUDGET CODE**
      *   **DESCRIPTION**
      *   **PROGRAM TOTAL/SUBTOTAL CODE**
      *   **ACTUAL YEAR ACTUAL EXPENDITURES AND/OR FTES**
      *   **CURRENT YEAR TOTAL AND STATE AMOUNTS/FTES**
      *   **RECOMMENDED BASE - STATE, FEDERAL, EARMARKED, AND RESTRICTED AMOUNTS/FTES**

These are described on pages 12-13.

Enter 'C' in the **'SEL'** column.

Notice that total amounts are not shown. They will be re-calculated for you. After all data has been changed on the screen, check it carefully. If it is correct, press **<ENTER>** to process. Use of the **<PF10>** key will show updated program or subprogram totals.

In the following example, we have modified the description of line 0300 (Figure 11).

```
08/13/2004                   STATE BUDGET DEVELOPMENT SYSTEM              ABD115M2
10:29:58                     LIST/MAINTAIN BUDGET DETAIL RECORDS           USERID
                                   RECOMMENDED  AMOUNTS                     BUDTEMPP
 AGENCY: L48   S A M P L E   A G E N C Y                          PAGE: 020


 SEL LINE BUDCODE PROGRAM  TITLE / AMOUNTS - GEN / FED / EARMK / RESTR  TC

 --- ---- ------- -------- --------------------------------------------- ---
  C  0300  10159    01000000    TECHNICAL SUPPORT SPEC III
        GEN  35000_____  FED _____   ERM _____   RST _____   __
  _  0500  10170    01000000    OTHER PERSONAL SERVICE
        GEN 15000_____  FED _____   ERM _____   RST _____   __
  D  0700  21201    01000000    OTHER OPERATING EXPENSES
        GEN _____  FED _____   ERM _____   RST _____   __
        END OF AGENCY L48 PAGE 001 RECORDS
 Enter---PF1----PF2----PF3----PF4-----PF5------PF6-----PF7----PF8----PF9---PF10----PF11-----PF12----
          PREV NEXT  EXIT A/C-$  R-$    A/C-F   R-F              TOTAL RECON  MENU
```

If, instead of pressing **<ENTER>**, you press **<PF3>**, the update will be canceled and the change will have to be reentered.
If the agency, page and line number are valid, you will receive a message verifying the changes. For this example we have entered Agency: L48, Page:020, Lines: 0300, 0500, 0700.

Entering 'D' in the >SEL= of line 0700 will allow you to delete this detail of expenditure record from the master file. (Figure 12)

```
08/13/2004                   STATE BUDGET DEVELOPMENT SYSTEM              ABD115M5
10:41:15                     DELETE BUDGET DETAIL RECORD                   USERID
                                                                           BUDTEMPP
        AGENCY: L48        PAGE: 001     LINE: 0700     YR: xxxx
        RECORD TYPE: 41 PROGRAM: 01000000              BUDGET CODE: 21201
        DETAIL DESCRIPTION: OTHER OPERATING EXPENSES
        PROGRAM TOTAL/SUBTOTAL CODE:


         ACTUAL YEAR ACTUAL EXPENDITURES:
        TOTAL AMTS:          TOTAL FTES:


        CURRENT YEAR APPROPRIATED FUNDS:
        TOTAL AMTS:          TOTAL FTES:
        STATE AMTS:          STATE FTES:


                         TOTAL     STATE    FEDERAL   EARMARKED  RESTRICTED
        RECOMM. BASE AMTS:  25,000    25,000
        FTES:


           ENTER 'Y' TO DELETE RECORD (Y/N): Y
```

If this is the correct record that you wish to delete, enter a **'Y'** at the prompt to confirm the action. If, for some reason, it

is not the correct record, press **<PF3>** to cancel and return to the menu. **<ENTER> will order lines numerically.**

Records may also be added using the **'L'** option. At the end of the selected records, enter the data for the new record ($ and ftes) and **'A'** in the **'SEL'** column, **<ENTER>.** **<ENTER>** again will show the line/s in the correct place. See instructions on pages 12-13.

USING THE PF KEYS

Please note the pf keys listed at the bottom of each screen. They allow you to "jump" to other options instead of returning to the menu.

SOME OF THE PF KEYS THAT ARE USED ARE

<ENTER> =	**CONTINUE**	**<PF1> =**	**PREVIOUS PAGE**
<PF2> =	**NEXT PAGE**	**<PF3> =**	**CANCEL**
<PF4> =	**ACTUAL YEAR FUNDS**	**<PF5> =**	**RECOMMENDED YEAR FUNDS**
<PF6> =	**ACTUAL YEAR FTES**	**<PF7> =**	**RECOMMENDED YEAR FTES**
<PF10> =	**PROGRAM TOTALS**	**<PF11> =**	**RECONCILIATION PAGE**
<PF12> =	**MAINMENU**		

AGENCY PROGRAM TOTALS

Using **<PF10>** will show the agency=s program totals

```
08/13/2004                STATE BUDGET DEVELOPMENT SYSTEM         ABD140M1
15:12:11                  DETAIL OF EXPENDITURE TOTALS            USERID
                                                                  BUDTEMPP
 AGENCY   L48    S A M P L E   A G E N C Y
         |----------------------- xxxx-xxxx --------------------------------------------  |
         | ESTIMATED | ESTIMATED | ESTIMATED | ESTIMATED | ESTIMATED  |
         | TOTAL FDS |  GEN  FDS |  FED FUNDS| EARMK FDS | RESTR FDS    |
 ADMINISTRATION
            3,292,604   1,284,191                         2,008,413
 JOINT BOND REVIEW
            8,049,613   6,604,752                         1,444,861
 EMPLOYEE BENEFITS
            1,188,736     680,996                           507,740
 TOTAL LEG. DEPT-HOUSE OF REPRESENTA
           13,371,894   8,569,939                         4,801,955
        Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         CONT           PREV  A/C$      A/C-F  R-F                          MENU
```

Figure 13

Use the standard PF keys for recommended year funds, actual/current year ftes and recommended year ftes.

RECONCILIATION

Additional information on Reconciliation records is included in the section **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

ADD/LIST/MAINTAIN/DELETE RECORDS

Selecting option 'C' on the Budget Detail Menu (Figure 4) will allow you to add, list, change, delete reconciliation records.

Instructions for entering agency, page and line are on page 11.

If the data that you've entered thus far is valid, you will get the following display (Figure 14). For this example we have entered agency: L48, page: 006, program level 01000000.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM                    ABD120M0
10:57:51                MAINTAIN RECONCILIATION RECORDS                      USERID
                                                                            BUDTEMPP
AGENCY:  L48   S A M P L E   A G E N C Y                          PAGE:  006
      PROGRAM:  01000000 (REQUIRED FOR ADD)          CREATE NEW PAGE: N

S LINE TCD   DESCRIPTION                              TOTAL AMOUNT  STATE AMOUNT
- ----  --   ---------------------------------------------------------------------
_ ____  _    _____  _____  _____
_ ____  _    _____  _____  _____
_ ____  _    _____  _____  _____
_ ____  _    _____  _____  _____
_ ____  _    _____  _____  _____
_ ____  _    _____  _____  _____

 <ENTR>=CONT <CLR>=RESTART <PF3>=EXIT   <PF9>=DEL  <PF11>=DETAIL <PF12>=MAIN
```

Figure 14

Standard lines for a program's reconciliation have been generated. The only time it should be necessary to generate a page of reconciliation is for a new program.   Only lines with a number may be changed, others are generated as subtotals for each year and totals for the reconciliation.

<PF9> will allow deleting an entire Reconciliation page. **<PF11>** will return to the appropriate detail records page.

<ENTER> will scroll to the next six lines until the end of page, **<ENTER>** will return to the top of the page.

An agency could have a particular type of funding that requires a different description in the reconciliation. If this is the case, an existing line that is not necessary could have the description changed or a new line could be created, being careful to use a valid number for the year (0100-1200 - CURRENT year, 2000-3000 - RECOMMENDED year).

Enter 'A' in the 'SEL' column.

The items that you may enter on the screen are:
*   **PROGRAM NUMBER**
*   **TITLE CODE**
*   **DESCRIPTION**
*   **RECOMMENDED TOTAL AND GENERAL FUNDING**

Each item listed is covered below.

         *   **PROGRAM NUMBER**

The program number is an eight digit number specifying the program for which funding has been recommended. The number you enter here must have funds specified for it on the preceding detail of expenditure page. If not, you will receive a message stating that "no details exist for the program".

         *   **TITLE CODE**

Some reconciliation lines in printed reports are only title lines. If you are adding a title line which will have no figures in the amount fields, enter a 'T' in this field. This will indicate to the system that this is a reconciliation title line. If it is not a title line, leave blank.

         *   **DESCRIPTION**

This is a description of the reconciliation line. These are generated for most all lines.

         *   **RECOMMENDED TOTAL AND GENERAL FUNDS**

These amounts are the total and state funds which are applicable for the line description - not the program. Note that there may be several lines or records for the reconciliation of any given program. Enter here only the amounts that are effected by this particular description.

For both fields, you may enter up to eleven digits. Don't use commas. If a field is a negative, enter a minus sign before the amount.

After the data has been entered, **'A'** in the **'SEL'** column, press **<ENTER>** and the records will be added. Press **<PF3>** and all transactions will be canceled.

Enter 'C' in the 'SEL' column to change data.
The items that you may update on the screen are:
*   **PROGRAM NUMBER**
*   **TITLE CODE**
*   **DESCRIPTION**
*   **RECOMMENDED TOTAL AND GENERAL FUNDS**

These are described above.

After the data has been changed, press **<ENTER>** and the records will be updated.

Enter 'D' in the >SEL= column will allow you to delete a reconciliation record from the master file. All unused Reconciliation records will be deleted by OSB.

Enter the new page number, program structure and **Enter 'Y' in the CREATE NEW PAGE** option at the top of the screen and **<ENTER>** will create a complete page of RECONCILIATION records for a new program.

EMPLOYER CONTRIBUTIONS

Selecting option 'E' on the Budget Detail Menu (Figure 4) will allow access to the Employer Contribution records.

Additional information on Employer Contribution records is included in the section **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

```
08/13/2004            STATE BUDGET DEVELOPMENT SYSTEM            ABD135M1
15:20:43        LIST/MAINTAIN EMPLOYER CONTRIBUTION RECORDS       USERID
                        RECOMMENDED YEAR AMOUNTS
                                                                 BUDTEMPP

 AGENCY:  L48  S A M P L E   A G E N C Y

 SEL  LINE   BUDCODE    TITLE            /    AMOUNTS - GEN / FED / EARMK / RESTR
 ---   ----   -------    ---------------------------------------------------------
  _    0200   81301       ST RETIREMENT-STATE EMPLOYEES_____
  GEN$ _____  FED$ _____  ERM$ _____  RST$ _____
  _    0300   81302       ST RETIREMENT-PUB SCHL EMPLOYEES_____
  GEN$ _____  FED$ _____  ERM$ _____  RST$ _____
  _    0400   81303       RETIREMENT-POLICE INSURANCE AND ANNUITY FUND_
  GEN$ _____  FED$ _____  ERM$ _____  RST$ _____


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    CONT       EXIT  A/C-$ R-$                                 MENU
```

Figure 15

The differences between entering detail of expenditure records and employer contribution records are:

> All employer contribution records have a budget code beginning with an '8' and cannot be changed;
> the program level is not used;
> all descriptions are fixed, based on the budget code, and cannot be changed.

Three total lines are shown -
1.   Generated total line showing the amounts from the Employee Benefits program 95000000
2.   A total line for the amounts on the employer contribution page
3.   A line showing the differences between 1 and 2.

19

RENUMBER A PAGE

When it is necessary to add a new program with its reconciliation, it may also be necessary to change page numbers on an existing detail of expenditure and reconciliation program.
In order to do this, **select option >R=** from the Budget Detail Menu (Figure 4).

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ABD130M2
13:47:23                    RENUMBER BUDGET PAGE                     USERID
                                                                     BUDTEMPP
          AGENCY:  L48     S A M P L E   A G E N C Y
          OLD PAGE NUMBER:  ***    NEW PAGE NUMBER:  ***
              MARK ONE RECORD TYPE:
                          __ DETAIL OF EXPENDITURE
                          __ RECONCILIATION
                          __ EMPLOYER CONTRIBUTIONS
Enter---PF1----PF2----PF3----PF4-----PF5------PF6-----PF7----PF8----PF9---PF10----PF11-----PF12----
              EXIT A/C-$  R-$    A/C-F  R-F                          MENU
<ENTR>=CONT    <CLR>=RESTART    <PF3>=EXIT      <PF12>=MAINMENU
```

Figure 16

Enter the old page number and the new page number. The agency number is protected. Enter 'X' by the type record to be renumbered. **<ENTER>** will renumber the page.

SOURCE OF FUNDS

Additional information on Source of Funds records is included in **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

The Source of Funds page is generated using the CG's AAA report, the allocations and revenue (for federal and other funds).

This data is available as part of the inquiry screen. This report is computer generated.

PERSONAL SERVICE SUMMARY

Additional information on the Personal Service Summary is included in **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

This data is available as part of the inquiry screen. This report is computer generated.
Use the standard PF keys to scroll for actual/current funds, actual/current ftes and recommended ftes.

RECONCILIATION PROGRAM CHANGE

Option >M= is used to renumber a reconciliation page to fall immediately the appropriate detail of expenditure page.

```
08/13/2004            STATE BUDGET DEVELOPMENT SYSTEM            ABD124M0
13:16:43         CHANGE RECONCILIATION PAGE PROGRAM LEVEL        USER ID
                                                                 BUDTEMPP


     AGENCY:  L48   S A M P L E   A G E N C Y               PAGE: ***
   PROGRAM:
 NEW PROGRAM: ********            CHANGE PROGRAM LEVEL: N
    LINE TCD DESCRIPTION          TOTAL AMOUNT   STATE AMOUNT
    ----     ---   -------------------------------------------------------------
     <ENTR>=CONT   <CLR>=RESTART   <PF3>=EXIT   <PF12>=MAIN
```

Figure 17

REPORT PRINT SELECTIONS

With this selection, the user can submit reports to be printed. The agency must have a printer that is addressable through CIO.

Select option 'P' on the Budget Detail Menu (Figure 4). The next menu (Figure 18) appears.

```
08/13/2004            STATE BUDGET DEVELOPMENT SYSTEM            ABD150M2
13:47:23                  BUDGET PRINT  MENU                     USERID
                                                                 BUDTEMPP


        PRINT AGENCY NUMBER:  L48

            _  DETAIL OF EXPENDITURES
               START PAGE _____      END PAGE _____
               INCLUDE RECONCILIATION (Y/N) Y

            _  EMPLOYER CONTRIBUTIONS

            _  SOURCE OF FUNDS

            _  PERSONAL SERVICE SUMMARY

        ENTER AGENCY NUMBER, 'ALL', OR ANALYST CODE: ___

          <ENTER>=CONTINUE   <PF3>=EXIT   <PF12>=MAIN MENU
```

Figure 18

The detail of expenditure with reconciliation, source of funds, personal service summary and/or employer contributions may be printed. You may print any or all sections of a worksheet by putting an "x" next to the appropriate part and **<ENTER>**. In order to print a page or a range of pages of detail of expenditure, enter the start page and end page. There is also an option of printing the corresponding reconciliation. Both the Source of Funds and the Personal Service Summary are generated documents that may be printed. If you wish to exit the system from a menu, press **<PF3>**. You will be returned to the main menu from which you may either choose another selection or exit from your session.

INQUIRY

Option >I= allows inquiry to the budget detail records. Selecting this option will return this screen

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM          ABD105M0
15:01:28                     BUDGET INQUIRY MENU                  USER ID
                                                                  BUDTEMPP


                    P  -  PERSONAL SERVICE SUMMARY

                    S  -  SOURCE OF FUNDS

                    T  -  DETAIL OF EXPENDITURE TOTALS

                    X  -  EXIT

                 PLEASE ENTER CODE: *
```

Figure 19

Option >T= will show program totals for the detail of expenditure (see Figure 13).

Option >P= will show the Personal Service Summary.

```
08/13/2004                PERSONAL SERVICE SUMMARY              ABD145M1
13:19:34                                                        USER ID
                                                                BUDTEMPP
AGENCY NO.  L48 S A M P L E   A G E N C Y
                 | ----------------- RECOMMENDED  2005-2006 ----------------- |
BUDGET     | ESTIMATED | ESTIMATED | ESTIMATED | ESTIMATED | ESTIMATED |
CODE       | TOTAL FND | GEN FND   | FED FND   | EARMK FND | RESTR FND |

10114 EXECUT      86,929      86,929
                  (1.00)      (1.00)
10158 CLASSI   12,319,396  11,115,549      478,847    725,000
                (483.74)    (428.00)       (30.54)     (25.20)
10160 UNCLAS      81,141      81,141
                  (1.00)      (1.00)
10170 TOTAL      389,231      64,231       40,000    285,000


    ----------------------------------------------------------------------
    TOTAL        12,876,697  11,347,850      518,847  1,010,000
                  (485.74)    (430.00)       (30.54)     (25.20)
    ====================================================================
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12с
    CONT       EXIT  A/C
```

Figure 20

22

Option **>S=** will show the Source of Funds

```
 09/20/2004                  STATE BUDGET DEVELOPMENT SYSTEM              ABD165M0
 13:21:17                    DISPLAY SOURCE OF FUNDS RECORDS
                                                                     USER ID

                                                                     BUDTEMPP
 AGENCY  L48  S A M P L E   A G E N C Y
 PAGE NO  030                          2003-2004 -----      2004-2005 -----
 LINE                                  ACTUAL        APPROP        APPROP
  NO                                   TOTAL FUNDS   TOTAL FUNDS GEN FUNDS
 0100  I. GENERAL APPROPRIATION
 0300    A. BALANCE FROM PRIOR YEAR
 0400    B. GENERAL APPROPRIATION ACT:
 0500       REGULAR APPROPRIATION
 0600       ALLOCATION BY OFFICE
 0700        OF STATE BUDGET
 1100    C. SUPPLEMENTAL APPROPRIATION
 1200    D. SPECIAL ACTS
 1300    E. TRANSFERS FROM CIVIL CONTIN
 1400    F. TRANSFERS BETWEEN AGENCIES
 1500    G. LAPSED
 1600    H. CARRIED FORWARD


    CLR=CLEAR  PF3=EXIT  PF5=ACTUAL/CURR  PF6=RECOM ENTER=CONT  PF12=MENU
```

Figure 20a

AGENCY REVENUE ENTRY

REVENUE ENTRY

INTRODUCTION

The revenue system was developed to give the user more current data so that he/she may produce more accurate production reports and have the very latest information at hand.

This user's guide will provide the user with instructions on how to maintain revenue records on the budget development system.

GENERAL SYSTEM OVERVIEW

Following are descriptions of the revenue system, including examples of all screens with instructions for using them.

Once logged on, you will see the budget options menu (Figure 2).

The new year revenue file is created from the ending appropriation/revenue data. Worksheets are created for each agency and adjustments to the data may be made.

If at any time you wish to exit the system from a menu, select option >X=. You will be returned to the menu from which you may either choose another selection or exit from your session.

In order to execute the revenue maintenance system, **select option >B=** from Figure 2.

The following menu appears:

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ARV100M0
14:08:59                       REVENUE MENU                          USERID
                                                                     BUDTEMPP
                ***** THIS IS AN UPDATE TO THE  REVENUE  *****
                ******* TEMPORARY FILE BUDTEMPP **********

                        A  -  ADD REVENUE DETAIL RECORDS (110)

                        L  -  LIST/MAINTAIN REVENUE DETAIL (120)

                        S  -  LIST/MAINTAIN REVENUE SUMMARY (125)

                        R  -  RENUMBER REVENUE PAGE (130)

                        P  -  PRINT REPORT MENU (150)

                        X  -  EXIT

        PLEASE ENTER CODE: *
```
Figure 21

Selecting option >A= on the revenue maintenance menu will allow you to add new revenue records to the master file.

ADD NEW REVENUE RECORDS

For additional information on the Revenue Summary records, see **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

The following display appears when **option >A=** of the Revenue Menu (Figure 21) is selected (Figure 22).

```
08/13/2004          STATE BUDGET DEVELOPMENT SYSTEM          ARV110M0
15:31:56            ADD REVENUE DETAIL RECORDS                USERID
                                                              BUDTEMPP

 AGENCY:  L48                                          PAGE: ***


     T  REV SCH SUB   FEDERAL | DESCRIPTION
 LINE CD OBJ N/T  FUND PROJECT |  ACTUAL YEAR | CURRENT YEAR |   NEW YEAR
 ------ --- ----- ----- ------- -------------- -----------------------------------------------------------------
 ____ _ ____ __ ____ _____   _____
                               _____   _____   _____
 ____ _ ____ __ ____ _____   _____
                               _____   _____   _____
 ____ _ ____ __ ____ _____   _____
                               _____   _____   _____
 ____ _ ____ __ ____ _____   _____
                               _____   _____   _____
                               _____   _____   _____
 ____ _ ____ __ ____ _____   _____
                               _____   _____   _____
 ____ _ ____ __ ____ _____   _____
                               _____   _____   _____

 <ENTR>=CONT   <CLR>=RESTART   <PF3>=EXIT   <PF7>=REVLIST   <PF12>=MAINMENU
```

Figure 22

The correct agency will appear and is protected. This prevents users from accessing another agency. Enter the page number.

The page number must be entered as a three (3) digit number. For example, page 5 must be entered as 005.

The line number must be entered as a four digit number with the major line divisions being 100's. i.e. lines are incremented by one hundred. Line 400, for example, would be entered as 0400.

When you are adding a new record and you enter a page and line number which are already in use, you will receive a message that the record already exists. Check the page and line number. If they are correct, then you should be updating the record instead of adding a new one. Use **<PF12>** to 'jump' to the menu and select >L=.

Enter as many as six new lines before **<ENTER>** key. **<ENTER>** key returns to a fresh screen.
If the data that you've entered thus far is valid, you will get the following display (Figure 4). For this example we have entered agency: L48, page 021, lines 0100, 0200, 0300.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ARV110M0
14:46:04                ADD REVENUE DETAIL RECORDS                   USERID
                                                                     BUDTEMPP
AGENCY: L48  S A M P L E   A G E N C Y                    PAGE: 021


       T REV SCH SUB   FEDERAL | DESCRIPTION
LINE CD OBJ N/T  FUND PROJECT |  ACTUAL YEAR | CURRENT YEAR |   NEW YEAR
------ --- ----- ----- ------- -------------- -----------------------------------------------------------------


0100 _  4539 1 b  4313 _____    public defender application fee_____
                                   3000000_____   3000000_____      3500000_____
0200 _  5701 1 b  4313 _____   court fees_____
                                   5122672_____   5122675_____      5122675_____
0300 _  6601 1 b  4313 _____   investment earnings_____
                                   50380_____   50380_____      50380_____


<ENTR>=CONT  <CLR>=RESTART  <PF3>=EXIT  <PF7>=REVLIST  <PF12>=MAINMENU
```

Figure 23

The items that you may enter on the screen are:

* TITLE CODE
* SCHEDULE
* SUB-FUND
* REVENUE OBJECT
* FEDERAL PROJECT NUMBER
* DESCRIPTION
* ACTUAL YEAR AND CURRENT YEAR AND NEW YEAR RECEIPTS

Each item listed above is covered in the following paragraphs.

* TITLE CODE

The system is designed to generate most title lines. If a title line is being created, enter a 'T' in this field. This will tell the system that this record is a title line, and that an additional subtotal is required.

* REVENUE OBJECT

This code is similar to the budget object code in its function. The revenue object identifies a funding source to the comptroller general's office. This is also a required field for a detail record. It is not possible to create this field from the CG's data since the CG revenue format is not compatible to OSB.

* SCHEDULE

This 2 digit field denotes the category of revenue. The first digit in this field is the schedule number and must be 1 to 4. The numbers represent one of the following:

1. RETAINED AND EXPENDED IN BUDGETED OPERATIONS
2. CREDIT TO THE GENERAL FUND
3. RETAINED AND EXPENDED IN NON-BUDGETED OPERATIONS
4. EARMARKED FOR PRINCIPAL AND INTEREST PAYMENT.

The next field is the schedule type and must be either an "a" or a "b". "A" indicates federal revenue and "b"

represents all other revenue.

* SUB-FUND

Each agency has its own group of sub-fund numbers for a particular source of revenue. The number must correspond to the numbers that the comptroller general has on file for the particular agency. This is a required field for a detail record.

* FEDERAL PROJECT NUMBER

This number is assigned by OSB to some revenue sources and is used for analytical purposes in revenue reports. Not all revenue will have a federal project number.

* DESCRIPTION

This field describes the funding source and must be entered.

* ACTUAL YEAR RECEIPTS

This field contains the actual receipts for the previous year.

* CURRENT YEAR RECEIPTS

This field contains the estimated receipts for the current year.

* NEW YEAR RECEIPTS

This field contains the estimated receipts for the new budget year.

Enter up to eleven digits with no commas, decimals or leading zeros.
In the example, we have completed the required fields (Figure 24). After the data has been entered, press **<ENTER>** and the records will be added to the master file.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM          ARV110M0
14:49:15                ADD REVENUE DETAIL RECORDS               USERID
                                                                 BUDTEMPP
 AGENCY: L48     S A M P L E  A G E N C Y                 PAGE: 021


         T  REV SCH SUB   FEDERAL | DESCRIPTION
 LINE CD OBJ N/T FUND PROJECT |  ACTUAL YEAR | CURRENT YEAR |   NEW YEAR
 ------ --- ----- ----- ------- -------------- --------------------------------------------------------------
 0100  _   4539 1 b  4313  _____    public defender application fee_____
                                        3000000_____    3000000_____     3500000_____
 0200  _   5701 1 b  4313  _____    court fees_____
                                        5122672_____    5122675_____     5122675_____
 0300  _   6601 1 b  4313  _____    investment earnings_____
                                        50380_____    50380_____     50380_____
 3 REVENUE RECORDS ADDED TO FILE FOR AGENCY L48 PAGE NUMBER 021
 <ENTR>=CONT   <CLR>=RESTART   <PF3>=EXIT   <PF7>=REVLIST   <PF12>=MAINMENU
```

Figure 24

HELP SCREEN

If an invalid subfund, or any other field, is entered, Figure 25 shows the help screen that is available by entering a >?= in the error field.

```
+-------------------------------------------------------------------------+
| 08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM          ARV110M0 |
| 14:43:31                ADD REVENUE DETAIL RECORDS              USERID    |
|                                                                BUDTEMPP   |
|  AGENCY: L48  S A M P L E   A G E N C Y                    PAGE: 002      |
|                                                                          |
|                                                                          |
|          +-------------------------------------More:    >+               |
|      T |                                           |                     |
|  LINE CD |    Select from valid Sub-Funds for      | CURRENT YEAR |  NEW YEAR |
|  ----  -- |         Agency  L48                    | ------------------------- |
|  0100  _ |    or press <PF3> to Exit               |_____  |
|          |                                         |_____  _____   |
|  ____  _ | _ 1001  GENERAL FUND                    |_____  |
|          | _ 2001  RECORD SOY GF CASH ADJ          |_____  _____   |
|  ____  _ | _ 2837  GENERAL REVENUE                 |_____  |
|          | _ 3003  DUAL EMPLOYMENT                 |_____  _____   |
|  ____  _ | _ 3035  OPERATING REVENUE               |_____  |
|          | _ 3958  SALE OF ASSETS                  |_____  _____   |
|  ____  _ | _ 3986  MIDDLE GRADE REFORM IN          |_____  |
|          | _ 4000  RESTRICTED FUND BUDGET          |_____  _____   |
|  ____  _ | _ 4973  EDUC IMPROVEMENT ACT 1          |_____  |
|          | _ 4158  SC SENATE HISTORIC TRU          |_____  _____   |
|          |                                         |                        |
|    SUB- |   END  OF  LIST               | LID CODES                        |
|  <ENTR>= |                               | F7>=REVLIST   <PF12>=MAINMENU   |
|          +---------------------------------------------------+            |
+-------------------------------------------------------------------------+
```

Figure 25

Enter >x= beside the correct code and **<ENTER>.**

LIST/CHANGE/DELETE/ADD DETAIL

Selecting option >L= on the revenue maintenance menu will allow you to list, add, change, delete detail revenue records.

The following display appears when option >L= is selected (Figure 26).

Enter the page and starting line number and press **<ENTER>**. See page 26 for information on entering page and line numbers. If no line number is entered, the first line of data for this page will be shown.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM                 ARV120M0
10:40:25             LIST/MAINTAIN REVENUE DETAIL RECORDS                  USERID
                                                                        BUDTEMPP
 AGENCY: L48  S A M P L E  A G E N C Y                   PAGE: ____
                                                         STARTING LINE: ____


            T  REV SCH SUB   FEDERAL| DESCRIPTION
SEL LINE CD OBJ  N/T FUND PROJECT |  ACTUAL YEAR | CURRENT YEAR |   NEW YEAR
 ---- ----  --  ----  ---  ----   -----------  --------------------------------------------------------------
 _   ____  _  ____  __  ____  _____  _____
                                       _____   _____      _____
 _   ____  _  ____  __  ____  _____  _____
                                       _____   _____      _____
 _   ____  _  ____  __  ____  _____  _____
                                       _____   _____      _____


 <ENTR>=CONT <CLR>=RESTART <PF3>=EXIT SEL(A/C/D) <PF10>=TOTALS <PF12>=MENU
```

Figure26

Enter >C= (for change), >D= (for delete) in the **>SEL=** column of the appropriate record.

Records may be added on this screen, **enter >A=** in the **>SEL=** column and complete all information. See pages 27 & 28 for information on adding records.

The items that you may update on the screen are:

> *** TITLE CODE**
> *** REVENUE OBJECT**
> *** SCHEDULE**
> *** SUB-FUND**
> *** FEDERAL PROJECT NUMBER**
> *** DESCRIPTION**
> *** ACTUAL YEAR, CURRENT YEAR AND NEW YEAR RECEIPTS**

Each item listed above has been described earlier in this manual.

After the data has been entered, press <ENTER> and the record will be updated (Figure 27).

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM                 ARV120M0
14:10:06             LIST/MAINTAIN REVENUE DETAIL RECORDS                  USERID
                                                                        BUDTEMPP
 AGENCY: L48  S A M P L E  A G E N C Y                   PAGE: 021
                                                         STARTING LINE: ____
            T  REV SCH SUB   FEDERAL| DESCRIPTION
SEL LINE CD OBJ  N/T FUND PROJECT |  ACTUAL YEAR | CURRENT YEAR |   NEW YEAR
 ---- ----  --  ----  ---  ----   -----------  --------------------------------------------------------------
 _   0100  1  2822  1 A  5055  7890____  MISC REVENUE ____ _____
                                       _____5000      _____6000   _____8000
 _   0200  1  2822  1 B  5055  7890____  COURT FEES _____
                                       _____3500      _____6300   _____3000
 _   ____  _  ____  __  ____  _____  END OF REVENUE DETAIL FOR E23 PAGE 021___

 <ENTR>=CONT <CLR>=RESTART <PF3>=EXIT SEL(A/C/D) <PF10>=TOTALS <PF12>=MENU
```

Figure 27

Use <PF10> key to show totals for agency's revenue (Figure 28).

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ARV135M0
09:53:24                        REVENUE SUMMARY                      USERID
                               RECOMMENDED BASE                      BUDTEMPP
   AGENCY NO. L48    S A M P L E   A G E N C Y
                                         ACTUAL      CURRENT     NEW YEAR


   I. REVENUE RETAINED AND EXPENDED IN
     A. FEDERAL FUNDS
       1. GRANTS AND MATCHING FUNDS
         A. BALANCE FROM PREVIOUS YE      -146,854    -125,002    -125,002
         B. RECEIPTS (DETAIL ON SCHEDULE I)  5,000       6,000       7,000
         C. LESS BALANCE CARRIED FORWARD   125,002     125,002     125,002
                                          ------------------------------------------------------
         TOTAL GRANTS AND MATCHING FUND    -16,852       6,000       7,000
                                          ------------------------------------------------------

         <PF3>=PREVIOUS  <ENTER>=DOWN  <PF12>=MAINMENU
```

Figure 28

LIST/MAINTAIN REVENUE SUMMARY PAGE

For additional information on the Revenue Summary records, see **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

To change a record on the revenue summary page **enter >S=** from the Revenue Menu (Figure 20).

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ARV115M0
14:08:27            LIST/MAINTAIN REVENUE SUMMARY RECORDS            USERID
                                                                    BUDTEMPP
   AGENCY: L48   S A M P L E   A G E N C Y                 PAGE: 050
      SCHED
 S LINE  NT    DESCRIPTION          ACTUAL YEAR  CURRENT YEAR  NEW YEAR
 -- ----  -----  ----------------------------  --------------------  ----------------------  ----------------
         1A 1. GRANTS AND MATCHING FUND
 _ 0400 1A A. BALANCE FROM PREVIOUS YEA _____-146854      _____-125002  _____-125002
 _ 0600 1A C. LESS BALANCE CARRIED FORW _____ 125002      _____125002   _____125002
         1A 2. INDIRECT/OVERHEAD COST RE
 _ 1000 1A A. BALANCE FROM PREVIOUS YEA _____       _____   _____
 _ 1200 1A C. LESS BALANCE CARRIED FORW _____234568      _____45689  _____
 _ 1800 1B A. BALANCE FROM PREVIOUS YEA _____       _____   _____
 _ 2000 1B C. LESS BALANCE CARRIED FORW _____       _____   _____567834
 _ 4200 3A A. BALANCE FROM PREVIOUS YEA _____       _____   _____
 _ 4600 3A C. LESS BALANCE CARRIED FORW _____       _____   _____
 _ 5100 4B A. BALANCE FROM PREVIOUS YEA _____       _____   _____
 _ 5300 4B C. LESS BALANCE CARRIED FORW _____       _____   _____
 <ENTR>=CONT  <CLR>=RESTART  <PF3>=EXIT SEL(C/D) <PF10>=TOTALS <PF12>=MAINMENU
```

Figure 29

The agency number is protected, the page number must be entered.
All Summary lines (used or not) are shown on this screen. Enter/change amounts for any needed summary line and
<ENTER>. **Use <PF10>** to show agency's revenue summary totals.

RENUMBER A PAGE

There may be times when it is necessary to renumber a revenue detail or summary page. Select **option 'R'** from the main menu (Figure 21).

```
08/13/2004                 STATE BUDGET DEVELOPMENT SYSTEM               ARV130M0
14:12:34                   RENUMBER REVENUE DETAIL/SUMMARY PAGES          USERID
                                                                         BUDTEMPP


                   AGENCY:  L48     S A M P L E   A G E N C Y


           OLD PAGE NUMBER:  ***     NEW PAGE NUMBER:  ***


<ENTR>=CONT     <CLR>=RESTART       <PF3>=EXIT       <PF12>=MAINMENU
```

Figure 30

Enter the agency number, old page number and new page number, **<ENTER>**.

PRINT REPORTS

With this selection, the user can submit reports dealing with the revenue.
In order to execute the print selection menu, **select option >P=** of the Revenue Menu (Figure 2). The next screen (Figure 31) appears.

```
08/13/2004                 STATE BUDGET DEVELOPMENT SYSTEM               ARV150M1
14:13:03                   REVENUE PRINT SELECTION MENU                  USERID
                                                                         BUDTEMPP
           PRINT WORKSHEETS FOR AGENCY: L48

                  _  REVENUE SUMMARY

                  _  REVENUE DETAIL

           *** MARK REQUESTED REPORTS WITH 'X' ***

           <ENTER>=CONTINUE  <PF3>=PREVMENU  <PF12>=MAINMENU
```

Figure 31

You can print the revenue summary or detail or error report by putting an **>X=** next to the one you need. The Error Report is a listing of non-fatal errors that have been incurred.

APPROPRIATION/REVENUE ONLINE INQUIRY

APPROPRIATION/REVENUE ONLINE INQUIRY

INTRODUCTION

The Appropriation data is now available online. Each agency will have the same user ids and passwords as it had during the Budget entry stage. At the end of each Appropriation cycle, the data will be loaded to the database that is accessible to the agencies for review and inquiry ONLY.

This application has been developed to give the user more current data so that he/she may produce more accurate production reports and have the very latest information at hand. Only the RECOMMENDED YEAR amounts are shown.

This user's guide will provide the user with instructions on how to make inquiries to the Appropriation data.

GENERAL SYSTEM OVERVIEW

Following are descriptions of this application, including examples of all screens with instructions for using them. Once logged on, you will see the budget options menu (Figure 2 - page 5).

If at any time you wish to exit the system from a menu, select option >X=. You will be returned to the menu from which you may either choose another selection or exit from your session.

At the end of each stage of the Appropriation process, the database will be accessible to the agencies for inquiry purposes. This applications explains the procedures for accessing this information.

In order to access the Appropriation inquiry , **select option >C=** from Figure 2.

The following menu appears:

```
08/13/2004                STATE BUDGET DEVELOPMENT SYSTEM            ABD200M0
08:24:29                  APPROPRIATION / REVENUE INQUIRIES

                                                                     USER ID
                                                                     BUDTEMPP


          A  -  APPROPRIATION DETAIL LINES (210)

          B  -  APPROPRIATION PERSONAL SERVICE SUMMARY (215)

          C  -  AGENCY APPROPRIATION TOTALS (220)

          D  -  REVENUE DETAIL LINES (230)

          E  -  REVENUE SUMMARY (235)

          F  -  AGENCY REVENUE TOTALS (240)

          G  -  APPROPRIATION/REVENUE REPORT MENU (250)

          X  -  EXIT
     PLEASE ENTER CODE: *
```

Figure 32

STAGES OF THE APPROPRIATION CYCLE

Appropriation database		Revenue database	
01	Actual Year Expenditures	01	not used
02	Current Year	02	Base
03	Recommended Base	03	BEA Estimate
04	Governor's Recommendations	04	Governor's Recommendations
05	Ways and Means Committee	05	Ways and Means Committee
06	House of Representatives	06	House of Representatives
07	Senate Finance Committee	07	Senate Finance Committee
08	Senate	08	Senate
09	Conference Committee	09	Conference Committee
10	Governor's Vetoes	10	Governor's Vetoes

DETAIL OF EXPENDITURE

APPROPRIATION DETAIL LINES

Selecting option >A= will return the following screen

```
 08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM            AAP210M0
 08:25:12          xxxx-xxxx APPROPRIATIONS DETAIL AMOUNTS          USER ID
STAGE:  05   WAYS & MEANS BILL
                                                                   BUDTEMPP

 AGENCY:  ***                                        PAGE: ***

  LINE BUDCODE PROGRAM   TITLE  /  AMOUNTS - GEN / FED / EARMK / RESTR
  ---- ------- --------  --------------------------------------------------

  GEN$              FED$              ERM$              RST$

  GEN$              FED$              ERM$              RST$

  GEN$              FED$              ERM$              RST$

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           EXIT                                        MENU
```

Figure 33

The committee/stage that has been completed is shown at the top of each screen.

This screen allows entry of a page number to begin the agency=s detail of expenditure records. Six lines will be on each screen, these examples will show only three.
The agency number will default to the agency inquiring. If no page number is entered, the default is the beginning page number, usually 005.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              AAP210M0
08:28:00           xxxx-xxxx APPROPRIATIONS DETAIL AMOUNTS           USER ID
STAGE:  05  WAYS & MEANS BILL                                        BUDTEMPP

 AGENCY:  L48   S A M P L E   A G E N C Y                    PAGE: 005

  LINE BUDCODE PROGRAM  TITLE / AMOUNTS - GEN / FED / EARMK / RESTR

  ---- ------- -------- --------------------------------------------------
  0100      01000000 I. ADMINISTRATION
 GEN$            FED$              ERM$                RST$
  0500      01000000 PERSONAL SERVICE
 GEN$                FED$              ERM$              RST$
  0700 10133 01000000 COMMISSIONER/S
 GEN$   125,555 FED$              ERM$              RST$
  0900 10158 01000000 CLASSIFIED POSITIONS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    PREV NEXT EXIT $$$$ FTES                    TOTAL     MENU
```
Figure 34

Only the recommended year is available. Funds and Ftes are seen, using the PF4 and PF5 keys, respectively. The agency=s program totals are seen using key PF10 or option >C=.

PERSONAL SERVICE SUMMARY

The Personal Service Summary is shown on option >B=

```
 08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              AAP215M0
 10:59:05           xxxx-xxxx PERSONAL SERVICE SUMMARY               USER ID
 STAGE: 05  WAYS & MEANS BILL                                        BUDTEMPP
 AGENCY: L48   S A M P L E   A G E N C Y
            | -------------------------- RECOMMENDED xxxx-xxxx --------------------------- |
 BUDGET   | ESTIMATED | APPROP   | ESTIMATED | ESTIMATED | ESTIMATED |
 CODE     | TOTAL FND | GEN FND  | FED FND   | EARMK FND | RESTR FND |

 10133 COMMIS   125,555      125,555
                 (1.00)       (1.00)
 10158 CLASSI 165,051,355  61,858,812    37,728,715    63,590,289    1,873,539
              (5,688.86)   (2,028.80)    (1,371.04)    (2,234.22)     (54.80)
 10160 UNCLAS   621,219      587,429       33,790
                 (7.00)       (6.49)        (.51)
 10170 TOTAL  30,591,718     602,275    4,972,337    25,017,106
          --------------------------------------------------------------------------------
    TOTAL    196,389,847  63,174,071   42,701,052    88,641,185    1,873,539
             (5,696.86)   (2,036.29)   (1,371.04)    (2,234.73)     (54.80)
          ================================================================
```
```
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 CONT         EXIT                                       MENU
```
Figure 35

<ENTER> will continue down the page, if necessary. The appropriate committee number and description are shown at the top of the screen.

PROGRAM TOTALS

Agency=s program totals are shown with option >C=.

```
08/13/2004            STATE BUDGET DEVELOPMENT SYSTEM                 AAP220M0
10:13:26              xxxx-xxxx DETAIL OF EXPENDITURE TOTALS          USERID
                      STAGE: 06  HOUSE BILL                           BUDTEMPP
AGENCY: L48           S A M P L E   A G E N C Y
          ------------------------------------- xxxx-xxxx ----------------------------------
          ESTIMATED       APPROP  |    ESTIMATED |    ESTIMATED | ESTIMATED
          TOTAL FND       GEN FND |    FED FND   |    EARMK FND | RESTR FND
UNRESTRICTED
          19,984,813      8,996,710    10,988,103
RESTRICTED
          4,803,485       3,703,567    1,099,918
EDUCATION & GENERA
          24,788,298      8,996,710    3,703,567      12,088,021
AUXILIARY
          3,208,045                    3,208,045
EMPLOYEE BENEFITS
          3,261,797       1,979,384    94,113         1,188,300
TOTAL U S C - SPAR
          31,258,140      10,976,094   3,797,680      16,484,366

   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   CONT        PREV  $$$$  FTES                                   MENU
```

<ENTER> will continue down the page, if necessary. PF5 is for the recommended year FTEs

REVENUE

REVENUE DETAIL

Revenue detail is seen using option >D=. The page and line number may be entered. If not, the default is the first page and line for that agency.

```
08/13/2004          STATE BUDGET DEVELOPMENT SYSTEM              ARV230M0
08:26:41              LIST/MAINTAIN REVENUE DETAIL RECORDS
                                                                       USE
                                                                       R ID
STAGE:  05  WAYS & MEANS BILL                                    BUDTEMPP
AGENCY:  L48        S A M P L E   A G E N C Y
PAGE: ***                                      STARTING LINE: ____
        T  REV SCH SUB  FEDERAL |                   xxxx-xxxx
 LINE CD OBJ  N/T FUND PROJECT | DESCRIPTION        | ESTIMATED REV
  ----  --  ----  ---  ----   --------   -------------------------------------


    <ENTR>=CONT  <CLR>=RESTART  <PF3>=EXIT  <PF10>=TOTALS  <PF12>=MENU
```

Figure 37

Entering a specific page and line enables the user to go directly to a page and/or line of data.

```
08/13/2004          STATE BUDGET DEVELOPMENT SYSTEM              ARV230M0
08:27:15              LIST/MAINTAIN REVENUE DETAIL RECORDS
                                                                       USE
                                                                       R ID
STAGE:  05  WAYS & MEANS BILL
                                                                 BUDTEMPP
AGENCY:  L48        S A M P L E   A G E N C Y
PAGE: 121                                      STARTING LINE: ____
        T  REV SCH SUB  FEDERAL |                        xxxx-xxxx
 LINE CD OBJ  N/T FUND PROJECT | DESCRIPTION             | ESTIMATED REV
  ----  --  ----  ---  ----   --------   ------------------------------------------------
 0100    2801  1 A  5055    0102  ABSTINENCE EDUCATION BLOCK GRA   1,345,574
 0110    2801  1 A  5055    0035  ACE BASIN - NERR                   299,122
 0300    2801  1 A  5055    0097  ACE - NERR - VISITOR INTERPRET      21,306
 0510    2801  1 A  5055    0117  ACQUISITION OF REAL PROPERTY -   2,000,000
 0600    2801  1 A  5055    0067  ADULT BLOOD LEAD EPIDEMIOLOGY       19,170
 0700    2801  1 A  5055    3084  AIDS PREVENTION AND RISK REDUC   3,889,466

    <ENTR>=CONT  <CLR>=RESTART  <PF3>=EXIT  <PF10>=TOTALS  <PF12>=MENU
```

Figure 38

Totals are shown using PF10 or option >F=. As with the detail, only the recommended year information is shown.

REVENUE SUMMARY

Revenue summary records are shown using option >E=.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ARV235M0
08:29:00                REVENUE SUMMARY RECORDS INQUIRY              USER ID
                                                                    BUDTEMPP
    STAGE:   05  WAYS & MEANS BILL
    AGENCY:  L48      S A M P L E   A G E N C Y


         SCHED
    LINE  N T       DESCRIPTION                        RECOM YEAR
    ----   ---    -------------------------------     --------------
    0400  1 A     A. BALANCE FROM PREVIOUS YEAR        -1,288,962
    0600  1 A          C. LESS BALANCE CARRIED FORWARD      1,288,962
    1800  1 B     1. BALANCE FROM PREVIOUS YEAR        34,079,466
    2000  1 B     3. LESS BALANCE CARRIED FORWARD      -34,079,466


    <ENTR>=CONT   <CLR>=RESTART   <PF3>=EXIT   <PF10>=TOTALS   <PF12>=MENU
```

Figure 39

REVENUE TOTALS

Revenue totals are accessed using option >F=.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM              ARV240M0
14:09:10                xxxx-xxxx AGENCY REVENUE TOTALS
                                                                    USER ID

                                                                    BUDTEMPP
 STAGE:  05  WAYS & MEANS BILL
 AGENCY:  L48          S A M P L E   A G E N C Y
                         ESTIMATED xxxx-xxxx


   I. REVENUE RETAINED AND EXPENDED IN BUDGETED OPER
     A. FEDERAL FUNDS
      1. GRANTS AND MATCHING FUNDS
         A. BALANCE FROM PREVIOUS YEAR             -1,288,962
         B. RECEIPTS (DETAIL ON SCHEDULE I)       160,240,567
         C. LESS BALANCE CARRIED FORWARD            1,288,962
                                                  ---------------
        TOTAL GRANTS AND MATCHING FUNDS           160,240,567
                                                  ---------------
      TOTAL FEDERAL FUNDS                              160,240,567
                                                  ---------------
     B. OTHER FUNDS

        <ENTER>=CONTINUE   <PF3>=PREVIOUS   <PF12>=MAINMENU
```

Figure 40

<ENTER> will scroll down the page to show more information.

REPORTS

Option **>G=** is for printing reports. These are worksheets, not the actual BILL format.

```
08/13/2004              STATE BUDGET DEVELOPMENT SYSTEM                    ABD250M0
08:30:47               APPROPRIATION/REVENUE REPORT MENU                   USERID
                                                                           BUDTEMPP


          PRINT WORKSHEET(S) FOR AGENCY:  ___

           _  DETAIL OF EXPENDITURES

           _  PERSONAL SERVICE SUMMARY

           _  REVENUE SUMMARY

           _  REVENUE DETAIL

           *** MARK REQUESTED REPORTS WITH 'X' ***
          <ENTER>=CONTINUE  <PF3>=PREVMENU  <PF12>=MAINMENU
```

Figure 41

Any combination of the reports may be requested. These will print as previously, to a remote printer or to the CIO, Financial Data Systems printer.

ACCESS TO PRINT THROUGH THE INTERNET

1. After making changes to your detail budget, use the PRINT option screen and submit as usual.

2. Go to www.mySCgov.com and click on '*State Employees'* at the top of the page. Under '*Related Links'* on the right side, click on the item '*DocView/Web Output Management'*. Make sure that you use Internet Explorer as your web browser.

3. Enter **FDS** as the User Name, no password is necessary on this screen.

4. Click '*Report List'*

5. Enter User ID (as assigned by the Budget Office) and password.   **For First Time Users:** Enter User ID, **Tab**, Enter **ABCDE9**, **Tab**, Enter new password, **Tab**, Confirm new password, then click '*Sign On'*.

6. The Report List should pull up. Click on the '*Report ID'* that you want to print.

7. This screen shows the print image of the report. Select '*Print'* at the top of the page.

8. On the Print Report Screen that pops up, use the drop down box by '*Select Text Size'* to change text to '*Smallest'*, enter the page range or select all to print, then click '*Print'*.

9. The Print box from your computer should pop up. In this box, go to '*Properties'*. Find the place to select '*Landscape'* printing. Click '*OK'*.

10. When you have finished printing, click '*Logoff'* to end your session. Otherwise, access will be denied until your User ID has timed out.

11. If you have questions, please contact your budget analyst.

The reason for using the same user id and password is that this process goes through two mainframe computers and each requires the same procedure for security. The password has to be reset from ABCDE9 to the user's choice the first time the internet print is used each year. The password may be the same as the one used for mainframe updating. Six passwords are needed.

OSB CONTACTS

Lead Analyst: Allan Kincaid - 734-2278

Technical Support: Beth Campbell - 734-0649

CIO CONTACTS

Access to mainframe Technology Support Center (aka: Help Desk) at 896-0001.